

21 August 1953

Boards

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MEMORANDUM FOR:

Mr. Amory

SUBJECT : Status of Work

1955 "A" Budget -- The offices have now completed preparation of their budgets within the ceiling allowances granted except for winding up final typing. The offices will deliver the final budgets to the Comptroller by next Tuesday (25 August) with a copy to DD/I. In each instance, the office allocation was adequate in line with the position ceiling allowance and the offices will be able to meet small items that arise without having to draw on the contingency. In addition, we have a reserve "kitty" of about 25X1A1a reserved in the OSI allocation for external research which we may draw upon to meet general requirements that might arise and which we do not feel it advisable to request from the Agency contingency fund.

Preparation of "B" Budget -- I held a meeting with the office representatives this morning to explain the Comptroller's instructions issued in Notice 35-200-2 and explained the DD/I policy of in general holding the number of additional positions requested to the minimum requirements recommended pre- 25X9A2

and I will be back by 31 August to work with the offices in justification of their original requirements. See attached copies of policy letter and CIA Notice.

Meetings with Representatives of the Bureau of the Budget -- Hart Perry and Lyman Hamilton have completed their familiarization tour of ORR and OCD and will be on vacation until 9 September, at which time they will complete their tour with visits to OSI and OCI. See attached schedule. The offices have done an excellent job in briefing Perry and Hamilton and I am sure they have a much better understanding now of our requirements. It has also given us an excellent opportunity to explain to them the effects of the cutback required under the ceiling allocation. 25X1A8a

Space -- I held a meeting Wednesday with representatives of OCD, ORR, OCI and OSI and requested that they again review in the light of the new ceiling allocations their additional space requirements to determine if the move of OSI to Barton Hall is still essential. I plan to hold a meeting the week of 31 August to consider the results of the review. As Barton Hall is not to be vacated until the end of September, a final determination on the move will not have to be made before the middle of September.

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The final amount, of course, will be subject to the outcome of the pending PRC determination.

On General Cabel's request at the recent PRC meeting, I attended a meeting called by the Comptroller attended by representatives of Finance

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and I&S at which it was agreed that [REDACTED]

Personnel --

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Arrangements have been made with [REDACTED] to be interviewed and tested next week for the JOT Program. I have been assured that they will expedite his case. If he is not accepted for JOT, we will take steps to have him assigned in one of the DD/I Offices.

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[REDACTED] has been returned without action by ONE and it is suggested that Mr. Amory personally refer him for consideration to Dr. Guthe or [REDACTED]. It is also possible that his services could be valuable to OCD. 25X1A9a

25X1A9a Classification has completed its report and job description on [REDACTED] promotion which has been concurred in by Sherman Kent and is being referred by Classification today to the DCI through DD/A. Chief of Classification has advised me that their recommendation is favorable, recognizing the new functions which have been added.

PRC Actions --

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FPB Transfer -- OIC and OCD are working on supplementary information believed required prior to referral to PRC based on the meeting held by [REDACTED] on 20 August. It is planned that as soon as this information is available, that a special meeting of the PRC will be requested for next week. (PRC had not planned to meet as no items had been received by the 19th deadline for consideration on 26 August.)

Concerning transfer of State personnel, OCD has reviewed the folders of 9 and has instituted processing on 6. The 3 rejects are for security reasons. Personal History Statements have not yet been submitted by the remaining 9, some of whom may choose to remain with State, taking other opportunities that may be made available under the Reduction in Force procedure.

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Rapid Selector Machine Project -- ORR originally planned to have the project considered by PRC on 26 August because of the urgency of conforming [REDACTED] When it was

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learned that PRC did not plan to meet on that date, arrangements were worked out with [REDACTED] that notification by 2 September would be agreeable.

However, if an emergency meeting is called for FPB Project, an effort should be made to have the ORR project considered also. This project has been carefully prepared by ORR, including a special visit to [REDACTED]

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[REDACTED] by Dr. Guthe and [REDACTED]. In addition, provision has been made for the project within the ORR allocation for the current fiscal year so it will not be necessary to request funds from the contingency.

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